OPT Workshop II
The Process

International Student & Scholar Services
Your OPT Application

It is your responsibility to understand all the details and requirements of your immigration status.

This powerpoint presentation is designed to give you some information regarding the process of applying for Optional Practical Training (OPT). This powerpoint should be referenced in conjunction with the OPT Workshop I – The Overview.
Overview

- Eligibility Review
- Application Timeline Overview
- OPT Application – 2 Big Steps
- Pick a Start Date
- Collect Documents
- Request OPT I-20 from ISSS
- Review OPT I-20

- Review OPT I-20
- Submit OPT Application to USCIS
- After Submitting Your Application
- Your EAD Card & SEVP Portal
- 90 Days of Authorized Unemployment
- I didn’t Graduate… Now What?
Eligibility Review

You are eligible for OPT if you have met the following conditions:

1. Maintained your F-1 status for at least 1 academic year (two academic semesters – Fall & Spring or Spring & Fall)

2. Are a degree seeking student (Not available for students in Language Training)

3. Completed ALL required coursework for your program

4. Completed fewer than 365 days of FULL TIME CPT

You do NOT need a job offer prior to submitting OPT application.
Application Timeline Overview

You have a **150 day window** to apply for OPT
As early as 90 days before your Program End Date/Graduation and up to 60 days after

- **90 days before**
- **Your Program End Date/Graduation**
- **60 days after**
Timeline for Each Semester

- **May/Spring Graduate**
  - 90 days before: February 22
  - Your Program End Date/Graduation: May 20
  - 60 days after: July 18

- **August/Summer Graduate**
  - 90 days before: May 23
  - Your Program End Date/Graduation: August 20
  - 60 days after: October 18

- **December/Fall Graduate**
  - 90 days before: September 22
  - Your Program End Date/Graduation: December 20
  - 60 days after: February 17
Graduate Students Only!

• You do not need to graduate in order to apply for OPT

• You can apply for OPT after completing required coursework
  • You can apply for OPT while on Dissertation/Thesis

• You should speak with an ISSS advisor for more information

• Be aware -- once your OPT is approved, you will only have until
  the expiration of your OPT period to remain in the United States
OPT Application – There are 2 Big Steps

1. You must first request a **new I-20 with OPT recommendation** from ISSS

   **THEN**

2. You must submit your OPT application including your new OPT I-20 to USCIS

[OPT I-20 Request Form](#)
OPT Application – There are 2 Big Steps

1. You must first request a new I-20 with OPT recommendation from ISSS

2. You must submit your OPT application including your new OPT I-20 to USCIS

1. Pick a Start Date
2. Collect Documents
3. Submit OPT I-20 Request
4. Review OPT I-20

1. Submit application to USCIS
2. Wait & Wait
3. Start Work
4. OPT REPORTING
Pick a Start Date
**Application Step 1 – Selecting a Start Date**

- You will be asked to select a start date for your OPT
- You can pick ANY date in your 60-day grace period following your Graduation/Program End Date

### Start Date Ranges

<table>
<thead>
<tr>
<th>Graduate Type</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>May/Spring Graduate</td>
<td>May 21</td>
<td>July 18</td>
</tr>
<tr>
<td>August/Summer Graduate</td>
<td>August 21</td>
<td>October 18</td>
</tr>
<tr>
<td>December/Fall Graduate</td>
<td>December 21</td>
<td>February 17</td>
</tr>
</tbody>
</table>
Application Step 1 – Selecting a Start Date

Once you select your OPT start date, it is very difficult to change and impossible to switch once you submit your application to USCIS.

If USCIS cannot process your request by the start date, a later date may be issued.

Waiting to submit your application later in your grace period may result in less than a full year of OPT.
Collecting Documents
Application Step 1 – Preparing Your Documents

In order to submit your OPT I-20 Request to ISSS you will need the following documents:

• Copy of Passport page
• Copy of most recent U.S. visa
• Copy of your most recent I-94
• 2 passport photos taken within last 30 days
• An original check or money order for $410 made out to the U.S. Department of Homeland Security
• Any previous EAD cards
Application Step 1 – Getting Your I-94

Use the link below to get your most recent I-94

https://i94.cbp.dhs.gov/I94/#/home

Please note—Your travel history is not your I-94

We recommend keeping copies of all I-94s
Application Step 1 – Completing Form I-765

Please consider the following when completing the Form-I-765:

Any views or suggestions expressed or contained herein are not the official views of Kent State University or legal advice. This powerpoint tutorial is an educational benefit provided to you by ISSS, but for more in-depth questions, we recommend consulting an immigration attorney.
Application Step 1 – Completing Form I-765

The link to the Form I-765 is below

USCIS will post the most recent version of the form on their website. Use the most recent version of the form.

https://www.uscis.gov/i-765
Application Step 1 – Completing Form I-765

Part 1.

Select “Initial permission to accept employment” if this is the first time you are applying for employment through USCIS.

Part 2.

1.a. Place your Family Name (Last Name)

1.b. Place your Given Name (First Name)

1.c. Place your Middle Name

2.a.—4.c. Place any other names you have ever used
## Application Step 1 – Completing Form I-765

### Part 2.

<table>
<thead>
<tr>
<th>5.a.</th>
<th>Place your name</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.b.—5.e.</td>
<td>Write the address where you would like your EAD card mailed. If you are moving soon or have trouble receiving mail, you may use the Office of Global Education address. Use “625 Loop Road” for the street number and name. Then select “Apt” box and write “OGE” in the box next to it. Then type “Kent, OH 44242” in the appropriate fields.</td>
</tr>
<tr>
<td>6.a.</td>
<td>Select the appropriate box. If you are using OGE’s mailing address, you should select “No.”</td>
</tr>
<tr>
<td>7.a.—7.d.</td>
<td>Only fill this out if your physical address is different than your mailing address.</td>
</tr>
</tbody>
</table>
Select the appropriate answer. Most students will not have an Alien Registration number unless you have been issued an Employment Authorization Document (EAD) card from a previous OPT or TPS approval. It is a 9-digit number as shown in the example below.
Application Step 1 – Completing Form I-765

Part 2.

9. Select the appropriate answer. Most students will not have a USCIS Online Account number.

10. Select the appropriate answer. Select your gender.

11. Select the appropriate answer. Select your marital status.

12. Select the appropriate answer. Most students will select “No.”

13.a. If you have a SSN, select “Yes,” and complete 13.b. Then skip to 18.a. If you do not have a SSN, select “No,” and complete 14.-17.b.
Application Step 1 – Completing Form I-765

Part 2.

18. List all countries where you are currently a citizen or national.

19.a.-20. Complete all information as it relates to where you were born.

21.a.-21.e. This information relates to your I-94.

22. Enter the date of your most recent entry into the U.S.

23. Provide the location where you last entered the U.S.

24. Provide the letter and number that correlates to your status when you last entered the U.S. For example, “F-1 Student.”

25. Provide your current immigration status. For example, “F-1 Student.”
Part 2.

26. Provide your SEVIS number as it appears on the top of your most recent I-20. It begins with “N00…….” Provide all numbers following the “N.” If you have previous SEVIS numbers, include them in Part 6 on page 7. If you had OPT or CPT on those previous SEVIS numbers, please include the dates.

27. Enter (c)(3)(B) exactly as it appears. Lowercase ‘c’ and uppercase ‘B.’

28.-31.b. Leave blank.
Application Step 1 – Completing Form I-765

Part 3.

1.a.-2. If you completed your application, select the first box.

3.-5. Provide your contact information.

6. Only select if it applies to you.

7.a.-7.b. SIGN your name in script with a pen. DO NOT TYPE.
Fill in the date.
Application Step 1 – Completing Form I-765

Part 4-5
Only use these sections if you used an interpreter or preparer.

Part 6
This part can be used for any additional information. Provide all previously used SEVIS numbers and evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.
START HERE - Type or print in black ink.

Part 1. Reason for Applying

I am applying for (select only one box):

1.a. ☑ Initial permission to accept employment.

1.b. ☐ Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error.

   NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to Replacement for Card Error in the What is the Filing Fee section of the Form I-765 Instructions for further details.

1.c. ☐ Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Part 2. Information About You

Your Full Legal Name

1.a. Family Name (Last Name) Brooker

1.b. Given Name (First Name) Meggie

1.c. Middle Name

Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in Part 6.

Additional Information

2.a. Family Name (Last Name) 

2.b. Given Name (First Name) 

2.c. Middle Name 

3.a. Family Name (Last Name) 

3.b. Given Name (First Name) 

3.c. Middle Name 

4.a. Family Name (Last Name) 

4.b. Given Name (First Name) 

4.c. Middle Name
Part 2. Information About You (continued)

Your U.S. Mailing Address

5a. In Care Of Name (if any)  

Meggie Brooker

5b. Street Number and Name  

625 Loop Rd

5c. Apt.  St.  Fl.  DB

5d. City or Town  

Kent

5e. State  5f. ZIP Code 44242

(U.S. ZIP Code Lookup)

6. Is your current mailing address the same as your physical address?  

☐ Yes  ☐ No

NOTE: If you answered “No” to Item Number 6, provide your physical address below.

U.S. Physical Address

7a. Street Number and Name  

1480 Rhodes Rd

7b. Apt.  St.  Fl.  DB

7c. City or Town  

Kent

7d. State  7e. ZIP Code 44260

Other Information

8. Alien Registration Number (A-Number) (if any)  

☐ A:

9. USCIS Online Account Number (if any)  

☐:

10. Gender  

☐ Male  ☐ Female

11. Marital Status  

☐ Single  ☐ Married  ☐ Divorced  ☐ Widowed

12. Have you previously filed Form I-765?  

☐ Yes  ☐ No

13a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?  

☐ Yes  ☐ No

14. Do you want the SSA to issue you a Social Security card? (You must also answer “Yes” to Item Number 15, Consent for Disclosure, to receive a card.)  

☐ Yes  ☐ No

NOTE: If you answered “No” to Item Number 14, skip to Part 2, Item Number 18a. If you answered “Yes” to Item Number 14, you must also answer “Yes” to Item Number 15.

15. Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.  

☐ Yes  ☐ No

NOTE: If you answered “Yes” to Item Numbers 14. - 15., provide the information requested in Item Numbers 16a. - 17b.

Father’s Name

Provide your father’s birth name.

16a. Family Name (Last Name)  

16b. Given Name (First Name)

Mother’s Name

Provide your mother’s birth name.

17a. Family Name (Last Name)  

17b. Given Name (First Name)

Your Country or Countries of Citizenship or Nationality

List all countries where you are currently a citizen or national. If you need extra space to complete this item, use the space provided in Part 6. Additional Information.

18a. Country  

18b. Country
**Information About Your Eligibility Category**

27. Eligibility Category. Refer to the Who May File Form I-765 section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (c)(8), (c)(17)(i)(a))

| c | i | B |

28. (c)(3)(C) STEM OPT Eligibility Category. If you entered the eligibility category (c)(3)(C) in Item Number 27, provide the information requested in Item Numbers 28a - 28c.

| 28a. Degree |
| 28b. Employer’s Name as Listed in E-Verify |
| 28c. Employer’s E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number |

29. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Item Number 27, provide the receipt number of your H-1B spouse’s most recent Form I-129, Notice for Form I-129, Petition for a Nonimmigrant Worker.

30. (c)(8) Eligibility Category. If you entered the eligibility category (c)(8) in Item Number 27, have you ever been arrested for and/or convicted of any crime?

- Yes
- No

NOTE: If you answered “Yes” to Item Number 30, refer to Special Filing Instructions for Those With Pending Asylum Applications (c)(8) in the Required Documentation section of the Form I-765 Instructions for information about providing court disposals.

31a. (c)(35) and (c)(50) Eligibility Category. If you entered the eligibility category (c)(35) in Item Number 27, please provide the receipt number of your Form I-797, Notice for Form I-140, Immigrant Petition for Alien Worker. If you entered the eligibility category (c)(50) in Item Number 27, please provide the receipt number of your spouse’s or parent’s Form I-797, Notice for Form I-140.

31b. If you entered the eligibility category (c)(35) or (c)(50) in Item Number 27, have you ever been arrested for and/or convicted of any crime?

- Yes
- No

NOTE: If you answered “Yes” to Item Number 31b, refer to Employment-Based Nonimmigrant Categories, Items 8 - 9, in the Who May File Form I-765 section.
Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature

NOTE: Read the Penalties section of the Form I-765 Instructions before completing this section. You must file Form I-765 while in the United States.

Applicant's Statement

NOTE: Select the box for either Item Number 1.a. or 1.b. If applicable, select the box for Item Number 2.

1.a. I can read and understand English, and I have read and understood every question and instruction on this application and my answers to every question.

1.b. The interpreter named in Part 4, read to me every question and instruction on this application and my answers to every question in a language which is fluent, and I understood everything.

2. As of my request, the preparer named in Part 5, prepared this application for me based only upon information I provided or authorized.

Applicant's Contact Information

3. Applicant's Daytime Telephone Number
   3306727980

4. Applicant's Mobile Telephone Number (if any)
   3306727980

5. Applicant's Email Address (if any)
   mbrooker@kent.edu

6. Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement.

Applicant's Declaration and Certification

Copies of my documents I have submitted are exact photocopies of the original documents, and I understand that USCIS may require I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may use to determine my eligibility for the immigration benefit that I seek.

I further authorize release of information contained in this application, in supporting documents, and in my USCIS records to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath or affirmation that:

1. I reviewed and understood all of the information contained in, and submitted with, my application; and

2. All of this information was complete, true, and correct at the time of filing.

I certify, under penalty of perjury, that all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understood all of the information contained in, and submitted with, my application and that all of this information is complete, true, and correct.

Applicant's Signature

7.a. [Signature]

7.b. Date of Signature (mm/dd/yyyy) 09/03/2016

NOTE TO ALL APPLICANTS: If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.

Part 4. Interpreter's Contact Information, Certification, and Signature

Provide the following information about the interpreter.

Interpreter's Full Name

1.a. Interpreter's Family Name (Last Name)

1.b. Interpreter's Given Name (First Name)

2. Interpreter's Business or Organization Name (If any)
Application Step 1 – Checks & Money Orders

Checks

- Be sure to fill out your check correctly.
- Do NOT write or sign on back of check.

Money Orders

- Money orders are just as effective as checks
- You can obtain a money order from a variety of sources
- Be sure to keep your receipt—just in case
Application Step 1 – Passport Photos

Passport Photos

• You need 2 photos that are identical
• Photos should be taken within the last 30 days
• Write your I-94 number on the back of each photo in pencil

Tips

• We do not recommend taking your own photos as part of your application
• You can get your photos from a variety of businesses (CVS, Walgreens, Etc.)
Request OPT I-20 from ISSS
Application Step 1 – Request I-20 from ISSS

You **MUST** have a new I-20 from ISSS which specifically recommends you for OPT

- To get your I-20, submit the “OPT I-20 Request” Form
- This Form can be found here → https://www.kent.edu/globaleducation/optional-practical-training-opt
- Please scan all documents into 1 pdf document
Application Step 1 – Request I-20 from ISSS

After you submit your OPT I-20 Request

• An ISSS advisor will look at your materials
• Allow up to 10 business days for processing your request
• An advisor will send an email to communicate:
  • If more information is required OR
  • When you new I-20 is ready for pick up
Review OPT I-20
Your OPT I-20

CHECK YOUR I-20 & SIGN

Once you pick up your I-20 from OGE, REVIEW the information for accuracy. On page 2 of the I-20 check the Employment Authorization Box.

- Type = “Post-Completion OPT”
- Full/Part Time = “Full Time”
- Status = “Requested”
- Start Date = Your Requested State Date
- End Date = 1 year after your requested start date

You are 100% responsible for your OPT application
<table>
<thead>
<tr>
<th>Employment Authorizations</th>
<th>Full/Part-Time</th>
<th>Status</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>POST-COMPLETION OPT</td>
<td>FULL TIME</td>
<td>REQUESTED</td>
<td>16 MAY 2016</td>
<td>16 MAY 2017</td>
</tr>
</tbody>
</table>

**Change of Status/CAP GAP Extension**

**Authorized Drop Below Full Course of Study**

**Travel Endorsement**

This page when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Each certification signature is valid for one year.

<table>
<thead>
<tr>
<th>Designated School Official</th>
<th>Title</th>
<th>Signature</th>
<th>Date Issued</th>
<th>Place Issued</th>
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</table>
Submit OPT Application to USCIS
Final Checklist & Mailing Instructions

Submitting Your Application

- You will receive a final OPT checklist with your new I-20 for your convenience

- Ensure that all required materials are in your packet/envelope
  - Double check all documents in your application
  - USCIS has a low tolerance for application mistakes

- USCIS **must** receive your application within **30 days** of your new I-20 being created

- Mailing instructions are included on your OPT checklist
  - We highly recommend tracking your package

- Your application is 100% your responsibility. We will do our best to assist as much as possible.
After Submitting Your Application
.... waiting
Understanding USCIS & Processing Times

After submitting your application, you will receive a document called a “Receipt Notification.” This is proof that you have a pending OPT application.

**KEEP THIS DOCUMENT**

There will be a receipt number on this document. You may use it to track the status of your application using this website [https://egov.uscis.gov/casestatus/landing.do](https://egov.uscis.gov/casestatus/landing.do)

**USCIS will take at least 90 days** to process your application from the date they received your application. Processing times can be longer.

There is no process in place to have your application expedited.

After 90 days, you may call USCIS to check on your application. Be prepared to provide your receipt number. You may also email isss@kent.edu for assistance.
Understanding USCIS & Processing Times

TRAVELLING WITH PENDING OPT APPLICATION

BEFORE YOUR PROGRAM END DATE – When your OPT application is pending (meaning you have mailed your application but have not received your card), you may travel outside the U.S. and you may return BEFORE the program end date on your I-20.

AFTER YOUR PROGRAM END DATE – When your OPT application is pending (meaning you have mailed your application but have not received your card), and your program end date on your I-20 has occurred, we do NOT recommend that you travel outside the U.S.

TRAVELLING AFTER YOU HAVE RECEIVED YOUR OPT CARD

After your OPT has been approved AND you have begun working you will need the following with you to re-enter the U.S.

• Valid Passport, Valid Visa, I-20 with travel signature (valid for 6 months on OPT), EAD Card, Offer Letter from Employer, Any recent pay stubs (optional)
Your EAD Card & SEVP Portal
Your EAD Card


This will be mailed to the address on your I-765

The EAD card is your proof of work authorization.

1. Be sure to check the start date as it is listed on your card. This is your official OPT start date.

2. You may **NOT** begin working until you have received your card **AND** the start date has arrived or passed

3. You may interview, accept a position, and complete any paperwork before your start date, but you may not actually report to work or training until you have the EAD card.

**DO NOT START WORKING UNTIL YOU HAVE YOUR EAD CARD AND THE START DATE HAS OCCURRED.**
Your SEVP Portal

1. When you receive your EAD card, you will also receive an email from “do-not-reply.sevp@ice.dhs.gov”

2. You MUST register your SEVP Student Portal account within 14 days of receiving this email, or your link will expire.

3. Once you begin working, you must update your portal with the information requested.
   • Your address and phone number
   • Employer Information
   • Part time (20 hours a week or less) vs. Full time (21 hours a week or more)

4. If anything changes, you must update your portal within 10 days of the change.
90 Days of Authorized Unemployment
90 Days of Authorized Unemployment

What is it?

You are allotted 90 days during your OPT period in which you do NOT have to be employed.

You can use these days to job search past the start date on your EAD card.

You can these days in between jobs (if you need to or want to change jobs while on OPT)

How do I calculate it?

Authorized Unemployment days are any days in which you are not employed.

Your OPT period starts on the day listed on your EAD card. If you are not working on that day, you have used 1 day of 90 authorized unemployment days.

Once you are hired and working somewhere, weekends and vacation time given to you by the employer are not counted.
# 90 Days of Authorized Unemployment

## What happens if I use it all?

If you use all 90 days of authorized employment, you must maintain your OPT status for the remainder of your OPT period.

If you are unable to find a job or opportunity AND have used all of your authorized unemployment days your F-1 status ends.

- There are a few exceptions, please speak with ISSS for more information

## Who tracks it?

SEVP tracks your days based on the information you provide in your SEVP student portal account.

YOU should track your employment very closely.

ISSS does not track your days.
90 Days of Authorized Unemployment

1. We do not recommend using all 90 days at the beginning of your OPT.
2. It is important to note the absolute latest you MUST start working after your OPT begins.

Example: OPT Start Date is 05/21/2020
- Start Date = 05/21/2020
- 90 Days Later = 08/19/2020
- Must start working by 8/19/2020
- There is no 60-day grace period beyond 8/19

Example: OPT Start Date is 07/18/2020
- Start Date = 07/18/2020
- 90 Days Later = 10/16/2020
- Must start working by 10/16/2020
- There is no 60-day grace period beyond 10/16
I Didn’t Graduate… Now What?
I didn’t Graduate…. Now What?

Contact ISSS immediately
You may come to the next walk-in advising OR email isss@kent.edu

If your application was approved by USCIS AND you received your EAD card, you can begin OPT part-time (20 hours a week or less) until you complete courses for graduation.

If your application is still pending, you need to contact USCIS and withdraw your application. You can reapply 90 days before your new program end date.
Thank You.

www.kent.edu